

If an employee has twenty (20) or more years of state service at any age, or ten or more years of state service and is age 55 or over, he/she is eligible for retirement and GIC health coverage. Ensure that the employee has confirmed his/her retirement eligibility with the Retirement Board and applies for retirement benefits.

If you have Internet access, download and give the retiring employee a GIC Retiree/Survivor Benefit Decision Guide. The retiring employee can also call the GIC for a printed guide.

Retirement Procedure

RETIREMENT COVERAGE

- 1) On Insurance Enrollment and Change Form (Form-1) check Retirement box 6. Indicate the date of retirement and instruct the employee to review his or her health and life benefits.
- 2) Review Insurance Enrollment and Change Form (Form-1) for completeness and sign it.
- 3) Photocopy Insurance Enrollment and Change Form (Form-1) and file in the employee's personnel file.
- 4) Send the **original** Insurance Enrollment and Change Form (Form-1) to the GIC.
- 5) Update HR/CMS or UMASS payroll system with the appropriate action reason. The GIC interface will automatically update the MAGIC system.

Advise the employee that the GIC will direct bill him/her for the premium until the GIC can arrange to have premiums deducted from the pension check, usually in three to four months.

Changing Health Plans at Retirement

UNDER AGE 65 WITH GIC COVERAGE

At retirement an employee with GIC health coverage may change his/her health plans.

- 1) Instruct employee/retiree to indicate changes on Insurance Enrollment and Change Form (Form-1) and sign it.
- 2) Instruct the employee/retiree to fill out the corresponding POS/HMO application, if elected.
- 3) For family coverage, the employee/retiree must complete an Insurance Data Form (IDF).
- 4) Review the forms for completeness and sign.
- 5) Photocopy the forms and file them in the employee's personnel file.
- 6) Send the **original** forms to the GIC; send the HMO or POS application, if elected, directly to the Plan.

UNDER AGE 65 WITHOUT GIC COVERAGE

If an employee is retiring and does not have GIC coverage, he/she may enroll in GIC coverage:

- 1) The employee/retiree completes and signs the following forms:
 - ◆ Insurance Enrollment and Change Form (Form-1).
 - ◆ Beneficiary Designation Form 319 for basic life insurance (one to three beneficiaries) or G-500 (four or more beneficiaries or special designations such as estate or trust).
 - ◆ Insurance Data Form (IDF) for family coverage. Must also provide:
 - For spousal coverage – copy of marriage certificate.
 - For dependent coverage under age 19 – copy of birth certificate(s).
 - For dependent coverage age 19 or over – Student Verification form (Indemnity, Navigator, POS or HMO version) and a copy of birth certificate.
 - For former spouse – provide following sections of divorce decree: page with absolute date, signature page, health insurance language, and former spouse's address.
 - ◆ HMO or POS Application - if one of these plans selected.
- 2) Verify that the forms above are completed accurately and completely. Ensure that both you and the employee/retiree have signed and dated all forms.
- 3) Photocopy completed GIC forms and file them in the employee/retiree's personnel file.
- 4) Send **original** signed forms to the GIC. Send the HMO or POS application, if elected, directly to the Plan.

AGE 65 OR OVER WITH OR WITHOUT GIC COVERAGE

Instruct employee and his/her spouse, if over age 65, to contact Social Security to find out about their Medicare eligibility. If eligible, the retiree and/or spouse must enroll in Medicare Parts A and B. **The GIC will contact the retiree about his/her health plan options, and the corresponding procedures.**

OPTIONAL LIFE INSURANCE

If the employee has optional life insurance coverage, instruct him/her to review it and the rate chart. The cost increases with age and at retirement. The employee may decrease or cancel their optional life insurance coverage. To do so, the employee must complete Section 2 of Insurance Enrollment and Change Form (Form-1) before submitting it to the GIC.

If the retiree decides to cancel or decrease his/her optional life insurance coverage at a later date, he/she must contact the GIC in writing, or by downloading Insurance Enrollment and Change Form (Form-1) from our web site, completing and sending it directly to the GIC.

LONG TERM DISABILITY AT RETIREMENT

Advise the employee/retiree that Long Term Disability coverage automatically ends at retirement.

DCAP AND HCSA AT RETIREMENT

Enrollment in either of these plans ends at retirement.

GIC DENTAL/VISION AT RETIREMENT

If the employee had the GIC Dental/Vision coverage for managers, the Legislature and legislative and executive office staff without a collective bargaining plan, let the retiree know the following:

- 1) Advise the employee/retiree that GIC Dental/Vision coverage automatically ends at retirement. Let the employee/retiree know that he/she may take advantage of the Retiree Vision Discount Plan through Davis Vision. Additional information is available on our web site.
- 2a) To continue Dental/Vision coverage, the retiree can elect to continue Dental/Vision paying 102% of the premium under the COBRA option. Let him/her know that this coverage is limited to eighteen months. At that time, the retiree may elect to enroll in the Retiree Dental Plan.
- 2b) Or, the retiree may enroll in the Retiree Dental Plan at retirement. Let the retiree know that, as a retiree pay-all plan, coverage is limited. Also advise the retiree that once enrolled, if he/she drops coverage, he/she may never re-enroll.

PROCEDURE FOR GIC DENTAL/VISION COBRA COVERAGE

- 1) Retiree completes and signs application.
- 2) He/She sends the completed application to the GIC.

PROCEDURE FOR RETIREE DENTAL COVERAGE

- 1) Instruct the retiree to learn about the benefits and limitations of the GIC Retiree Dental Plan by seeing our web site or reading the *Retiree/Survivor Benefit Decision Guide*.
- 2) To enroll the retiree completes and returns to the GIC the Retiree Dental application.

